

Document No. 10 Approved For Release 2004/05/05 : CIA-RDP55-00110A000100070014-3

NO CHANGE in Class. ☒

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Class. CHANGED TO: TS S Security Information

DDA Memo, 4 Apr 77

30 October 1953

Auth: DDA REG. 77/1763

25X1 date: 270278 By:

MEMORANDUM FOR:

SUBJECT: FIRST FOLLOW-UP MEETING, HUMAN RESOURCES PROGRAM, FE

The initial phase of the Human Resources Program (four one hour group meetings and half hour individual conferences) was conducted with four groups of supervisors in FE between April and June 1953.

As you have been informed  of 20 October, a follow-up meeting has been scheduled for each of the four groups on 3, 4, 5, or 6 November, Room 2015 J Building, 11 a.m. - 12 noon. This will be the first of four follow-up meetings that are planned for approximately every eight weeks during the winter. If you have any questions about the scheduling of your group meeting, please call the FE Training Office, ext.

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From our discussions in the spring, most of the usual management problems emerged: communication up and down; definition and delegation of individual and unit responsibilities; coordination; staff and line relationships; personnel management, etc. The basic problem appeared to be: How can significant progress be made to improve the quality of the management process within the DDP complex?

The attached outline statement of criteria, which was given out at the last meeting of each group in the spring, will serve as a recapitulation of the points that came out of those meetings. Since attendance then was rather spotty and we were pressed for time to discuss the many points that were raised, it was not possible to discuss this material.

In preparation for the meeting that you will attend on either the 3rd., 4th., 5th., or 6th. of November, please read this outline, ADVANCING MANAGEMENT, with the following questions in mind:

1. Are these criteria applicable to the functions of FE?
2. If they are applicable, what prevents their realization?
3. If they are not applicable, what sort of criteria would you suggest to judge sound management and sound supervisory practices in a CS area division?

I look forward to seeing you on Tuesday, Wednesday, Thursday, or Friday.

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